

## **Continuity of Operation Planning / Continuity of Government Newsletter**

Edition No. 18 January 2009

This newsletter is developed to inform employees of the State of Colorado on the efforts being performed to ensure the recovery of critical functions and the safety of employees in the face of man-made, or natural disaster.

### **Introduction**

Welcome to the sixteenth edition of the COOP/COG newsletter. This newsletter is intended to keep employees informed about this important effort which could affect us all as employees and also residents of Colorado. This newsletter will be produced on a regular basis to show the progress being made and benefits to citizens, employees, and State government itself. Feel free to ask questions and provide feedback as this is a collaborative effort that affects everyone.

### **Providing Training, Benefits for Both**

When FEMA performs training exercises for its two in-person classes, they include a train the trainer module so that the pool of instructors can grow. Recently, a class organized for Buffalo, NY had its trainers back out due to inauguration duties and trainers from Colorado were able to step in at short notice and deliver the class successfully. Providing training, either to a large class of 40 or more to doing some one-on-one instruction, is proven to sharpen the skills and knowledge of both the trainer and the trainee. The trainer, through preparation, access to materials, thoughtful presentation of the materials in an interesting manner, questions from the audience, etc, learns a great deal more about the topic through this process than they did as the student. The trainee, receiving the training for the first time, while not absorbing or understanding all the materials, acquires greater knowledge, skills and ability to research than they did walking into the class.

For 2009, there will be at least two opportunities to provide training in Continuity Planning for other State employees. The dates are firming up at the moment due to some uncertainty about the availability of the revised training materials that reference Federal Preparedness Circular 1 & 2.

Please refer to the December edition of the newsletter for the dates proposed for the Continuity Classes. A number of people have expressed interest in training the L548 class. The plan would be that those interested would pick 1, 2 to 3 modules they would like to teach. There is still time to express interest of course, so please contact Kent Smiley on 303 866 3830, [kent.smiley@state.co.us](mailto:kent.smiley@state.co.us) to get involved with this.

The following events have flyers being developed as this is written and will be distributed once they become available. Here are the pertinent details in advance.

**Rocky Mountain Intergovernmental Continuity Planning Council** Quarterly Meeting  
February 12<sup>th</sup> Bldg 25 on the Denver Federal Center campus from 1:30pm to 3:30 pm.

**Continuity of Operations Program Managers Train the Trainer Class (L548)** March 17-19

**Continuity of Operations Planning Train the Trainer Class (L550)** May 19-21

Both of these classes are available at the Emergency Management Institute in Emmitsberg, MD who fund all but the per diem in what would be a week long travel commitment.

**Determined Accord Pandemic Influenza Exercise** - April 22<sup>nd</sup> at the Federal Highway Administration.

**For more information**

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